



King County

WATER QUALITY PLANNER/PROJECT MANAGER I

DEPARTMENT OF NATURAL RESOURCES AND PARKS

WATER & LAND RESOURCES DIVISION

Annual Salary Range \$44,846.93 - \$56,846.12

Job Announcement No.: 02ES2573

OPEN: 12/4/02 CLOSE: 12/20/02

WHO MAY APPLY: This position is open to King County career service employees who are members of the Teamsters Local 117 Professional & Technical bargaining unit, King County career service employees, King County regular exempt employees, King County probationary employees who have attained career service status in a previous position and the general public. First consideration will be given to career service employees who are members of Teamsters Local 117.

WHERE TO APPLY: Required forms and materials must be sent to: **Michelle Kobuki, Human Resources, 201 South Jackson, Suite 600, MS: KSC-NR-0600, Seattle, WA 98104** by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED). Contact (206) 296-1935 for questions regarding this announcement. Contact (206) 205-8782 for application requests; or download from the Internet address at <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume, cover letter and supplemental piece of writing (see end of announcement).

WORK LOCATION: King Street Center, 201 South Jackson, Suite 600, Seattle, WA 98104

WORK SCHEDULE: This full time, career service position is non-exempt and is overtime eligible. The workweek is normally 8:00 a.m. to 5:00 p.m., Monday-Friday. Attendance at evening meetings and weekend events will be required on occasion.

JOB DESCRIPTION:

Under direct supervision of senior staff, the position will involve collection, organization and analysis of various types of information on county lakes, developing grant proposals for lake restoration and management plans, and facilitating implementation of funded projects. Further duties will include linking together citizen groups, advisory boards, jurisdictions, and a variety of county programs concerned with water quality issues and aquatic ecosystems.

PRIMARY JOB DUTIES INCLUDE:

- Collect, organize, and assist in analyzing both scientific and regulatory information to be used to identify lakes with water quality issues and pertinent ordinances.
- Aid in development and preparation of both county and citizen generated grant proposals to fund restoration projects, or to produce vegetation management and lake management plans.
- Assist in developing lake and watershed management recommendations to address water quality problems affecting County lakes.
- Implement and manage portions of funded projects under the direct guidance of the Lake Stewardship Program manager; prepare interim reports and technical reports, as well as informational circulars for public distribution.
- Collect data, organize and maintain informational files on small lakes within King County, particularly lakes with histories of water quality or noxious aquatic weed problems, or where major land development is scheduled in a watershed.

- Act as initial point of contact for citizens, citizen groups and jurisdictions to identify needs, concerns and issues on specific lakes or watersheds that drain to lakes within the county; respond to public inquiries for information and technical assistance.
- Present findings to meetings of citizens, citizen groups and jurisdictional representatives; facilitate advisory panel meetings.
- Analyze current land use and land use changes over time in selected lake watersheds within the county.

QUALIFICATIONS:

- Bachelor's degree in Environmental Science, Natural Resource Management, Aquatic Ecology, or related discipline, as well as two years of increasingly responsible work in an environmental field.
- Knowledge of and experience with scientific monitoring and assessment in aquatic ecosystems.
- Experience with planning, writing, and editing grant proposals.
- Experience with planning, writing, and editing documents detailing past, present, and future environmental conditions, with management and/or restoration recommendations.
- Excellent oral and written communication skills, in particular for relaying scientific, technical and policy issues to audiences with differing levels of expertise.
- Ability to work collaboratively with groups representing diverse interests, including citizens, representatives of other county, city, state and federal agencies, private sector, scientists, co-workers, and supervisors.
- Ability to work concurrently on multiple tasks, sometimes with short deadlines.
- Ability to grasp issues and learn new jobs quickly, as well as to manage changing priorities.
- Flexibility to work alone or as part of a team with differing, but overlapping responsibilities.
- Ability to take initiative within the scope of the position.
- Proficiency with ArcView and Microsoft Word, Excel, PowerPoint and Access software packages.
- Must be able to perform and have experience in all primary job functions.

DESIRABLE QUALIFICATIONS:

- Master's degree in related field or extensive work experience in aquatic environments
- Substantial work experience with grant proposal development and preparation.
- Proficiency with PageMaker, PhotoShop and web design software.
- Familiarity with the requirements and specifics contained in the Clean Water Act, the Endangered Species Act; some experience and familiarity with local sensitive areas regulations, local governmental authorities, the Growth Management Act, and noxious weeds legislation.
- Ability to assess the communications needs of specific audiences and craft responses appropriately.
- Knowledge of management options and alternatives for restoring degraded lacustrine environments.
- Experience with scientific sampling equipment, small watercraft operation and maneuvering vehicles with trailers.

NECESSARY SPECIAL REQUIREMENT:

- A valid Washington State Driver's License.

UNION MEMBERSHIP:

- Positions in this classification are represented by Teamsters, Local 117, Professional & Technical. Union membership will be required within 30 days of employment.

Supplemental Questionnaire

Water Quality Planner/Project Manager I

Please submit a short piece of technical or scientific writing (no more than 1-3 pages) that you have done in the past, either as part of a particular work project or for a college class, in order to demonstrate your ability to communicate clearly and effectively with an inexperienced audience. The piece you provide will help to determine your eligibility for further consideration. You may choose a piece that either conveys scientific data or concepts, explains the rationale for an experimental program, or details governmental regulations.